

COURT ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Court Administrator position exists is to plan, administer, direct and supervise all non-judicial functions and operations within the Scottsdale Municipal Court which includes court services, courtroom services, fines management and post-adjudication activities, caseflow and records management, procurement, facilities, contractual services, and budget administration. Providing highly responsible and complex administrative support to the Presiding City Judge. Receives general direction from the Presiding City Judge. Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

ESSENTIAL FUNCTIONS

Planning, directing and supervising all non-judicial operations, activities, policies and procedures within the Scottsdale Municipal Court; coordinating the activities of the Court with external and internal agencies and departments; serving as Clerk of the Court.

Developing, implementing and overseeing a department work plan; organizing, prioritizing and assigning work activities, projects and programs; monitoring work flow; reviewing and evaluating work products, methods and procedures.

Selecting, training, motivating and evaluating personnel; providing or coordinating staff training; working with employees to provide performance feedback and correct deficiencies; implementing discipline and termination procedures for non-judicial personnel.

Developing, implementing, reviewing and refining policies, procedures and systems to support and improve the operational efficiency and effectiveness of the Court; developing long-range plans and programs; identifying problems, devising and implementing solutions; establishing docketing, calendaring and case management policies and procedures in accordance with the guidelines established by the Presiding City Judge.

Developing, preparing and administering contracts, grants and intergovernmental agreements; establishing and monitoring related programs, activities, and services including diversion programs, traffic school and related contractual services; maintaining records and reports regarding Court activities and operations.

Participating in the development and administration of the City Court's budget; directing the forecast of funds needed for staffing, equipment, materials, services and supplies; monitoring and approving expenditures; implementing mid-year adjustments as required.

Compiling and evaluating statistical data related to the efficiency and effectiveness of Court operations, making appropriate written and verbal recommendations as needed; maintaining compliance with requirements governing statistical reporting, jury management, accounting and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.

Establishing, maintaining and improving automation and communications systems as directed by the Presiding City Judge and with the concurrence of the Presiding Judge of Maricopa County.

Responding to and resolving difficult and sensitive citizen inquiries and complaints. Meeting with the media to provide information and responding to inquiries as required.

Representing the Court with multiple outside agencies, boards and committees, and at interdepartmental meetings and committees as required.

Recommending, establishing and monitoring bond schedules in coordination with the justices of the peace and magistrate courts within the County. Recommending diversion fees.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of public administration
Policies and practices of the judicial system and/or municipal court systems
Laws and ordinances relating to Municipal Court accounting
City, state, and federal laws and legal terminology; and
· jury and facilities management, including courtroom security.

Ability to:

Analyze, develop, and implement policy and procedural improvements with the City Court
Analyze procedures and determine impact of proposed changes to improve Court operations
Assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time
Logically analyze complex work flow and resource allocations problems and develop satisfactory solutions
Establish and maintain effective relationships with other City departments, subordinate personnel, public officials, and the general public.

Education & Experience

Five years of highly responsible experience in the administration and management of a municipal court system, including a minimum of two years at the upper management level. Bachelor's degree from an accredited college or university with major course work in criminal justice, court management, public administration, business administration or a related field. Designation as a Fellow of the Institute for Court Management is preferred.

FLSA Status: Unclassified

HR Ordinance Status: Unclassified